

# Finance Administrator Job Description Leeds Community Homes



Leeds Community Homes

Job Advertisement Date:23/08/22

Application Closing Date:11/09/22

**Role:** Finance Administrator

**Hours Contracted:** 2 Days per week, Flexible Hours

**Line Manager:** Jimm Reed (LCH Director)

**Primary Point of Contact for:** Grants and Finance

**Salary:** £24,000 FTE (Pro Rata)

**Term:** Initially a fixed term 12 month contract, with the possibility of extending further

**Location:** Remote home working

**Holiday:** 25 days per annum plus bank holidays pro rata, increasing by a day a year to a maximum of 30 days

**Experience Required:** 1 Year of Administration

At Leeds Community Homes we aim to create and enable community-led homes, that are newly built or brought back into use by local people. Community led housing is a growing movement of people taking action and managing housing projects that build decent and affordable homes. As the Community-Led Housing Enabler Hub for the region, we work to help groups that want to start schemes to develop new schemes ourselves and to work with others like Councils, landowners and developers to make it easier for community led housing to happen

Leeds Community Homes are looking for an enthusiastic finance administrator to join our small staff team, and to work alongside our LCH Director.

## **Purpose of role**

1. To provide excellent:
  - a. General organisational administration
  - b. Finance administration
  - c. Support to the LCH Board of Directors

## **Main Duties and Responsibilities:**

### **General Administration:**

Including general office support; dealing with enquiries; maintaining database of contacts; maintaining subscriptions; overseeing google drive;

### **HR:**

- Tracking and recording staff holiday records and entitlements, liaising this with the Accountants.
- Keeping track of, creating and coordinating staff and associate contracts.

### **Finance:**

- Liaising with accountants re. LCH and project related finance records on our bookkeeping software.
- Paying invoices, salaries on HMRC RTI system and bank and set up payment of NI and taxes.
- Prepare financial reports for colleagues, board, and funders.
- Diarise funding and finance deadlines and ensure these are met eg annual returns, insurance renewals, subscriptions etc.
- Creating and managing budgets for LCH and its subsidiaries, as well as managing project budgets where required by the organisation.
- Helping to write funding reports to grant providers and liaising with them re. the receipt of grant monies.

- Managing the bookkeeping for LCH's subsidiary, PPH and working on various bookkeeping tasks alongside the accountants for LCH's finance.
- Managing the stakeholders register and interest accrued and paying out withdrawals on investments made upon request.
- Issuing dividend certificates to shareholders upon request.
- Managing the finances held on behalf of community-led housing groups; tracking expenditure, making payments and ensuring all payments are in line with grant conditions.
- Any other financial administration tasks as required.

### **Board support**

- Taking minutes at board meetings,
- Helping to prepare and circulate board papers,
- Administration of board meetings,
- Communications with the board RE relevant actions
- Keeping the register of interests up to date.

### **Other**

- Plus other tasks as required to deliver the service and support the organisation

### **Skills you will need (For further details, please refer to the person specification).**

- Organisation: disciplined, reliable, undertaking scheduling, liaising with colleagues, calendar
- Technology: proficiency in using a range of software/apps, including word processors, spreadsheets, databases, email, calendars and bookkeeping systems.
- Communication: excellent written and verbal language skills, professional and friendly, good customer service
- Time management: punctual and productive. Self motivated, open to feedback and tips.
- Problem solving: flexible and creative, teamwork to find solutions
- Planning: prioritising, project management awareness, attention to detail
- Learning: enjoyment of improvement, willingness to undertake training
- Policy: abiding by existing LCH policies, the law, sector good practice. Develop and review policies as required.

- Ethics: an understanding of and harmony with the values of the organisation. Integrity and trustworthiness.

**How to Apply:**

To apply for this role, please provide the following and email them to [info@leedscommunityhomes.org.uk](mailto:info@leedscommunityhomes.org.uk)

- An up to date CV
- A covering letter detailing your experience relevant to the role and why you feel you would be a suitable candidate.